



Certified Local Government Program

2024 CLG Grant Application

**FFY 2024 grant funding provided by the
National Park Service/Historic Preservation Fund**

Grant Period: October 1, 2023 – September 30, 2026

**Vermont Certified Local Government Program
2024 Grant Application Form**

Application Deadline: On or before 4:30 PM, Monday, December 11, 2023.

Application Format: All application materials should be submitted electronically via email.

What to Submit: All application materials must be submitted prior to the application deadline. A complete application consists of the following items, in the following electronic formats:

- A fully completed Application Form, signed by the applicant, the Chair of the CLG Commission, and the Chief Elected Local Official (or designee). Submit a scanned PDF of the complete application with all signatures.
- A fully completed Proposed Budget Form, signed by the Chief Elected Local Official (or designee). Submit the following:
 - a scanned PDF of the signed Proposed Budget Form, and
 - an MS Word version of the Proposed Budget Form.
- Any supporting materials, such as photographs, reports, assessments, etc. that support and inform the proposed project. Submit these materials as PDFs.

How to Submit the Application: Please submit all the above items as attachments to an email message, identified as follows:

Email Subject Line: *[Name of CLG Community] – 2024 CLG Grant Application*

Attachments: *[Name of CLG Community] – Application Form (PDF)*
 [Name of CLG Community] – Proposed Budget Form (PDF & Word)
 [Name of CLG Community] – Supporting Materials (PDF)

To complete this Grant Application, simply click in the gray text boxes and type your responses. Please keep your responses as concise as possible and specific to the proposed project.

**If you have any questions about the application process, please contact
Devin Colman at 802-585-8246 or devin.colman@vermont.gov.**

**Vermont Certified Local Government Program
2024 Grant Application Form**

Name of CLG Community: Rockingham

Name of CLG Coordinator: Walter Wallace

Telephone: 802-463-3964 Ext. 1112

Email: clg@rockbf.org

Mailing Address: Historic Preservation Commission
PO Box 370
Bellows Falls, VT 05101

Name of Municipal Treasurer: Kathleen Neathawk

Telephone: 802 463-4336 ext. 1102

Email: clerk@rockbf.org

Project Name: 2024 Historic Preservation and Downtown Conference

Will this project be administered by a designated third-party? Yes or No

If yes, name of organization: Preservation Trust of Vermont

Project Category: Please check the appropriate category below and provide the requested information as indicated or on a separate page.

Priority I Projects

Top priority in the selection of projects and award of grant funds is given to Priority I projects.

- Survey Project.** *Please describe in Project Summary:*
- purpose of the project;
 - area to be surveyed (indicate on map);
 - estimated number of properties to be surveyed;
 - estimated number of acres to be surveyed;
 - status of completion of town-wide or city-wide survey; and
 - plans for completion of survey.
- National Register Project.** *Please describe in Project Summary:*
- purpose of the project;
 - building or historic district to be nominated (indicate on map);
 - property type or theme for Multiple Property nomination;
 - for a historic district, the number of contributing properties within the district;
 - status of completion of town-wide or city-wide survey;
 - plans for completion of survey; and
 - status of survey through the National Register process.
- Preservation Planning Project.** *Please describe in Project Summary:*
- purpose of the project;
 - area to be covered by the plan (describe and indicate on map);
 - status of completion of town-wide or city-wide survey, and plans for completion of survey; and
 - status of survey through the National Register process.

- Information and Education Project.** *Please describe in Project Summary:*
 - purpose of the project;
 - audience, methods and products;
 - status of completion of town-wide or city-wide survey, and plans for completion of survey;
 - status of survey through the National Register process; and
 - status of historic preservation planning.

- Pre-Development Project.** *Please describe in Project Summary:*
 - purpose of the project;
 - property or area to be covered by the plan (describe and indicate on map);
 - scope of work and products;
 - status of completion of town-wide or city-wide survey, and plans for completion of survey;
 - status of survey through the National Register process; and
 - status of historic preservation planning.

Priority II Projects

Awarded only if grant funds remain after all Priority I projects have been selected.

- Development Project.** *Please describe in Project Summary:*
 - purpose of the project;
 - property or area to be covered by the plan (describe and indicate on map);
 - scope of work and products;
 - status of completion of town-wide or city-wide survey, and plans for completion of survey;
 - status of survey through the National Register process; and
 - status of historic preservation planning.
 - Please include a location map showing the footprint of the building, the parcel boundaries, and any areas of possible ground disturbance resulting from the project.

Project Summary (please address the bulleted items in the Project Category selected above):

- The purpose of the project is to convene a diverse group of people and organizations to network and learn about historic preservation, community planning, and revitalization strategies.
- The audience of 200-250 includes individuals interested in community revitalization and historic preservation, architects, engineers, builders, historical society members, downtown leaders, municipal and state government staff, commissioners, historic preservation professionals, individuals from the nonprofit sector, and local community volunteers. The 2024 conference will be in Bellows Falls and focus on “Adaptive, Inclusive and Resilient Downtowns” exploring how places of convening (such as historic downtowns) support the expression, discussion, and demonstration of diversity, equity, and inclusion, are changing in response to climate change and new populations, and are experiencing shifts in the uses of historic landmarks such as churches, granges, and general stores.
- The methods will be a mix of an opening plenary panel discussions, interactive workshops, guided walking tours, and time to be in Bellows Falls to experience this community’s work in the adaptive reuse and rehabilitation of historic buildings, shifting structures and spaces to advance diversity, equity, and inclusion (DEI), and taking steps toward improved resiliency.

- The proposed agenda and educational components of the conference include:
 - 2024 Preservation Awards- highlighting the individuals and organizations who have made special contributions in preserving Vermont's built and cultural landscapes.
 - Rockingham/Bellows Falls panel outlining the transformative actions that are reshaping the community.
 - Educational workshops for municipal staff, CLG staff, and planners which will increase knowledge of various state and national designations that can support downtown development including State and National Register, designated downtown and village centers, design review districts, etc.
 - Field sessions that highlight the economic impacts of improved housing, arts and culture, public outdoor spaces, and historic preservation.

Please Answer the Following Questions:

1. How will the public be informed about the purpose of this project and the value of historic preservation? (note: public information and education is a required component of *all* CLG grant projects)

The Downtown and Historic Preservation Conference is advertised through mailings, email, list-serves, and the electronic newsletters of the Preservation Trust of Vermont, The Vermont Downtown Program, and partner organizations including but not limited to the Vermont Housing and Conservation Board and the Vermont Natural Resources Council. Typically the host community is the focus of newspaper articles and television features showcasing historic preservation and community revitalization as well as their role as host of the Conference. The event will also be included on the American Planning Association calendar of events and will be promoted regionally through our partners at Historic New England, the New Hampshire Preservation Alliance, and regional and statewide partners in MA, ME and NY.

The Preservation Trust will work with a local graphic designer to develop the conference poster and postcard, which will be distributed to all conference attendees, shared on virtual platforms, and used as part of the local publicity efforts. One of the strengths of the conference is that participants return to their communities with printed materials and a breadth of new contacts which in turn helps spread information, training, and foundational knowledge to continue preservation and revitalization efforts in their local communities.

2. Describe the impact that this project will have on historic resources. Will it be significant and long lasting?

The 2024 conference is designed to highlight successes that have resulted from the various state programs and institutions that support the preservation of historic resources including: the Advisory Council on Historic Preservation, State Historic Preservation Office, National Register of Historic Places, and the Section 106 review process.

Since its implementation, communities around the state of Vermont have strengthened downtowns and village centers, restored and preserved historic buildings and landscapes, and have created networks of professionals who share their knowledge. The conference provides educational opportunities to leaders and people interested in the future of our downtowns and historic preservation. The educational value and lasting effect of this conference is evidenced by the large number of preservation projects that are accomplished each year. Providing education and learning strategies to effectively revitalize and create vibrant sustainable communities while maintaining and highlighting historic characteristics is one of the central goals of the conference. Each workshop will introduce attendees to new concepts as well as potential new partners in achieving their goals related to rural economic development, land and building conservation and preservation, small business development and adaptive reuse. A resource area will showcase the work of various partner organizations including the Department of Housing and Community Development, The Vermont Housing and Conservation Board, Vermont Downtown Program, Vermont Department of Tourism, Vermont Historic Sites as well as sponsors representing a variety of disciplines such as energy efficiency and weatherization, architectural design, project management firms and historic preservation contractors.

3. Does this project focus on disaster preparation, mitigation, and resilience? If yes, please explain how.

Yes -or- No

If yes, please describe:

All discussions related to historic preservation must include a discussion about disaster preparation, mitigation and resilience. This means talking about energy efficiency, flood resilience, population growth due to climate change in-migration, and changing community infrastructure and amenities to meet new demands. The conference topics will address these issues. It is best practice to bring these elements into the forefront of any downtown or historic revitalization project to ensure the future of the space and place are well positioned to handle future unknowns.

4. Describe the project schedule assuming starting date of **July 2024** and completion date of **August 1, 2026**. List dates for subcontracting with consultants, on-site meetings, delivery of draft products, such as survey and National Register forms, and public meetings, as applicable. All products, including a final project report and auditable financial documentation are due by the completion date.

| DATE | Task/Product Completed |
|-----------|-----------------------------------------------------------------------------------------------------------|
| 1/18/2024 | DHP notifies applicants of grant awards |
| 7/2024 | Execute Grant Agreement with DHP |
| | |
| 12/1/2024 | First Progress Report Due to DHP |
| | |
| 4/1/2025 | Second Progress Report Due to DHP |
| | |
| 12/1/2025 | Third Progress Report Due to DHP |
| | |
| 4/1/2026 | Fourth Progress Report Due to DHP |
| | |
| 8/1/2026 | Completion Date: Deadline to submit final project report, final product, and request reimbursement |
| 9/30/2026 | Deadline for DHP to process payment requests and disburse grant funds |

5. Who will participate in the project and what will they do? Relate the personnel listed in the budget (CLG staff and commissioners, consultants, volunteers) to their role in completing the project.

For the purposes of the CLG grant, the Preservation Trust of Vermont will be the primary organization delegating responsibilities to partners, contractors and committee members. Planning for the 2024 Downtown and Historic Preservation Conference is a collaborative effort between the Preservation Trust of Vermont, The Vermont Downtown Program, and The Vermont Division for Historic Preservation. The Town of Rockingham and Rockingham/Bellows Falls organizations are integral parts of the planning team, and the conference would not be possible without the support of

the CLG community of Rockingham.

Responsibilities of the Preservation Trust staff include managing the CLG grant, coordinating conference site logistics, and contracting caterers. The Vermont Downtown Program is taking the lead on the preparation of marketing material, the call for proposals, and registration. We will work in partnership to develop the conference agenda of topics, speakers, tours, and manage volunteer coordination and event communication. PTV and VDP will co-lead on managing many of the logistics and will ensure we meet our project goals and timelines.


Community partners and organizations will assist with the development of conference sessions, identifying presenters, marketing of the event and will be on-hand the day of the conference to assist with site logistics, set-up and breakdown of equipment and with registration.


Volunteers will also play a role in the coordination of the event. The Preservation Trust will coordinate volunteers to assist with way-finding, to act as session moderators and to assist with the set-up and break-down of the resource area and morning coffee and break-out rooms.

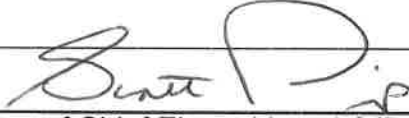
6. What are the dates of the local government's fiscal year? July 1 to June 30
7. If applicable, what are the dates of the designated third-party administrator's fiscal year?
October 1 to September 30 or not applicable

Signatures: After completing the application, print it out and have each of the three signatories sign and date this page. Then scan the complete application as a PDF and email it as an attachment along with the other required application materials.

THIS APPLICATION IS NOT COMPLETE UNTIL ALL REQUIRED SIGNATURES ARE ENTERED BELOW:

| | |
|-----------------------------------------------------------------------------------|----------------------------|
| <u>Nicole Gratton</u> | <u>Field Services, PTV</u> |
| Name of person preparing this application | Title |
|  | |
| Signature | 12/6/23 |
| | Date |

| | |
|-----------------------------------------------------------------------------------|-----------------|
| <u>John A. Leppman</u> | |
| Name of CLG Commission Chair | |
|  | |
| Signature | 12/11/23 |
| | Date |

| | |
|-------------------------------------------------------------------------------------|--------------------------------|
| <u>Scott P. [unclear]</u> | |
| Name of Chief Elected Local Official (or Designee) | Title <u>MUNICIPAL MANAGER</u> |
|  | |
| Signature | Date 12/11/23 |

2024 CLG GRANT APPLICATION BUDGET FORM

Internal Use Only: HPF Activity Database No.: VT-24-xxx

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CFDA #15.904

Name of CLG Community: Rockingham

Name of CLG Project: 2024 Downtown and Historic Preservation Conference

Federal Share: \$10,000 + Local Share: \$11,307 (cash & in-kind match) = Total Project Amount: \$21,307

Note: the Federal Share cannot exceed 60% of the total project amount, and the Local Share must be at least 40% of the total project amount.

| CASH EXPENDITURES 1 (services to serve as match for the grant) | | | | |
|----------------------------------------------------------------|----------------|----------------|--------|----------|
| Salaried Employees | # Hours & Rate | Proposed | Actual | Variance |
| <i>Ben Doyle, President</i> | 20 @ \$70.00 | \$2,800 | | |
| <i>Jenna Lapachinski, Field Services</i> | 25 @ \$33.00 | \$825 | | |
| <i>Nicole Gratton, Field Services</i> | 40 @ \$26.00 | \$1,040 | | |
| <i>Meg Campbell, Vice President and Outreach</i> | 50 @ \$40.00 | \$2,000 | | |
| <i>Lisa Espenshade, Development Director</i> | 10 @ \$31.50 | \$315 | | |
| <i>Sarah Bell, Executive Assistant</i> | 25 @ \$29.00 | \$725 | | |
| Total Cash Expenditures for Salaried Employees | | \$7,705 | | |

| CASH EXPENDITURES 2 (expenses to be reimbursed by the grant) | | | | |
|--------------------------------------------------------------|-------------------------------------------|----------------|--------|----------|
| Contracted Services | Description of Services | Proposed | Actual | Variance |
| <i>Catered Breakfast</i> | Coffee and Tea for 250, breakfast for 150 | \$1,800 | | |
| <i>Lunch vouchers- grab and go</i> | cover a portion of lunch expenses | \$4,000 | | |
| | | | | |
| Total Cash Expenditures for Contracted Services | | \$5,800 | | |

| CASH EXPENDITURES 3 (expenses to be reimbursed by the grant) | | | | |
|--------------------------------------------------------------------------|-------------------------------------------------------|-----------------|---------------|-----------------|
| Other Expenses | Description of Costs | Proposed | Actual | Variance |
| <i>Facilities Rental</i> | 8+ spaces (large plenary and breakouts) | \$500 | | |
| <i>Equipment Rental</i> | Audio/visual and microphone systems | \$500 | | |
| <i>Print materials</i> | Posters and programs | \$1,500 | | |
| <i>Awards</i> | Frames, printing, music licensing | \$1,200 | | |
| <i>Artist commission</i> | Conference Logo | \$500 | | |
| | Total Cash Expenditures for Operating Services | \$4,200 | | |
| IN-KIND EXPENDITURES 1 (services to serve as match for the grant) | | | | |
| Donated Time | # Hours & Rate | Proposed | Actual | Variance |
| <i>Volunteers</i> | 5 volunteers x 8 hours x \$30.04 | \$1,202 | | |
| | | | | |
| | | | | |
| | | | | |
| | Total In-Kind Expenditures for Donated Time | \$1,202 | | |

| IN-KIND EXPENDITURES 2 (services to serve as match for the grant) | | | | |
|--------------------------------------------------------------------------|-----------------------------------------------------|-----------------|---------------|-----------------|
| Donated Services | Description of Costs | Proposed | Actual | Variance |
| <i>Venue Rental</i> | Donation of breakout spaces | \$2,400 | | |
| | | | | |
| | | | | |
| | | | | |
| | Total Cash Expenditures for Donated Services | \$2,400 | | |

2024 CLG GRANT APPLICATION BUDGET FORM

Internal Use Only: HPF Activity Database No.: VT-24-xxx

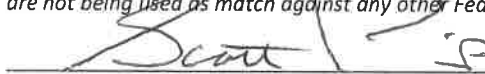
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CFDA #15.904

| LOCAL CASH MATCH (cash to serve as match for the grant) | | | | |
|---------------------------------------------------------|----------------------|----------|--------|----------|
| Cash Match | Description of Match | Proposed | Actual | Variance |
| Source | | | | |

| | Proposed | Actual | Variance |
|------------------------------------------|----------|--------|----------|
| Total of All Cash & In-Kind Expenditures | \$21,307 | | |

Certification: I certify that the matching share proposed for this project does not include funding from other Federal sources, and that these funds are not being used as match against any other Federal grant application.



Chief Elected Local Official or Designee

12/14/23
Date